

Adding the ASCSU Survey to Your RamCT Section

This document will guide you through the process of adding the ASCSU Student Course Survey into your RamCT course. The survey is the same ASCSU survey that you hand out in class. Instead of filling out the form in class, students will fill out the form online. The submissions will be saved in a secure file and will be compiled with all the scan data. You will receive the results via campus mail. The same printout instructor's receive when they use the scanned in surveys will be reproduced and sent to you via campus mail.

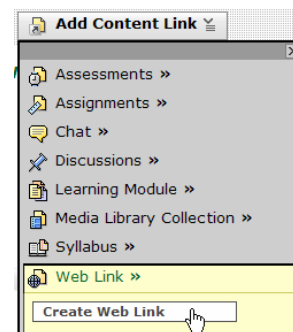
- I. [Set Up the Cover Sheet in RamCT](#)
- II. [Fill out and Submit the Survey Cover Sheet](#)
- III. [Create the Survey Instructions for your Students](#)
- IV. [Upload the Student Instruction File to Your RamCT class](#)
- V. [Administer the Survey](#)

I. Set Up the Cover Sheet in RamCT

Before any students can submit the student course survey for your class, you (the instructor) need to create a cover sheet for the survey. This task can be completed anytime during the semester, but remember to hide the links from your students till you are ready for them to complete the survey.

To create the link to the cover sheet web page, complete the following tasks:

1. From the **Build** tab, *click* on the **Course Content** tool.
2. Under the **Add Content** Link drop down box *select* **Web Link** and then *click* on **Create Web Link**.



3. In the **Title** box type: **Course Survey Cover Sheet**
4. **Item Visibility:** check **Hide Item**
5. **Web Address:** type <http://help.ramct.colostate.edu/survey/cover.htm>
6. Check the box next to **Open in a new browser window.**
7. Click on the **Save** button.

Create Web Link

***Title:**

Description:

Item Visibility: Show Item
 Hide Item

Web Address (URL)

Open in a new browser window

Created by

Nolan - Section Designer, Kevin ()

Category (Web Links can be organized into categories.)

Select Category:

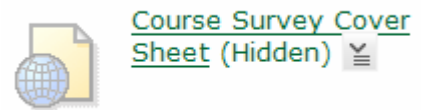
Goals

Associate goals with this web link.

*Required field

The Course Survey Cover Sheet, hidden from student view, will appear on the Course Content main page.

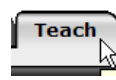
This link will take the instructor to a web page where you can register your course for this semester's student survey. Students should never see the survey cover sheet.



II. Fill out and Submit the Survey Cover Sheet

You need to fill out your unique course information and submit it online so that we can properly collect the data for your course survey.

1. As a **section instructor**, *click* on the **Teach** tab.



2. *Click* on the **Course Survey Cover sheet** that we created in step I.



[Course Survey Cover Sheet \(Hidden\)](#)

Your web browser should take you to the online cover sheet page.

3. *Fill in* the information requested.
4. *Click* on the **Submit** button.

Colorado State University

Student Course Survey - Cover Sheet
Office of Instructional Services

Directions
You, the instructor, must fill out a Cover Sheet (this form) for each section of each class you are teaching. The students from a particular section will not be able to submit their survey forms unless you have completed a Cover Sheet for that section.

Instructors Last Name: Initial:

Check if applicable:

Graduate Teacher Assistant
 First Year At Colorado State

Course Number:

Section Number:

Month: Day: Year:

Semester: Course Enrollment:

You will see a “Your Online Course Survey Cover Sheet has been successfully received” message.

Your Online Course Survey Cover Sheet has been successfully received for ECON100 Section 009.

III. Create the Survey Instructions for your Students

You create a web link to your survey instructions for your students. On this instruction sheet you will tell your students the course number and section to enter on their survey. This needs to match the information you provided when you submitted the survey cover sheet. You are also able to add 13 questions of your own to the survey, so a web page template has been created for this purpose.

You will need to download the page that contains the survey instructions, modify and add your own questions, and specify the course and section number of your class. To help you with this process we have created a template for you to use located below.

1. *Click* on the **survey course link**:

<http://help.ramct.colostate.edu/survey/StudentSurveyInstruct.htm>

To use and modify this template follow the tasks below:

2. To *save* it to your computer select (in your browser, Internet Explorer or Firefox) **File > Save as**. Save it to a location on your computer.

3. *Close* the **browser**.

Note: When you save the file give it a name that is related to your course. To edit the file you will need an html editor such as Dreamweaver or Microsoft Word.

4. *Open* the **file** with an **html editor** (Dreamweaver or Word).

5. *Enter* your **course number** (e.g. HIST 100) and section number (e.g. 001).

6. If you wish to ask some **questions unique to your course** *type* them on lines 23 – 36.

7. *Save* the **file** to your computer.

ASCSU Student Course Survey

The link at the bottom of the page will take you to the ASCSU course survey. On the survey you will need to enter the Course Number and the Section number of the class you are giving feedback on. This information can be found below.

Questions number 23-35 are available to instructors to ask unique questions for their course. If your instructor chose to ask some unique questions they will listed below. The answers to these questions should be marked on the survey itself, so you may need to 'toggle' between these two windows.

Course Specific Information:

(Please enter towards the bottom of the Student Course Survey)

Course Number: (e.g. HIST 100, CHEM 111 etc.) [XXXX XXX]

Section Number: (e.g. 001, 005, 101 etc.) [XXX]

Question from your Instructor/Dept. :

23. [Question here]

24. [Question here]

25. [Question here]

35. [Question here]

36. [Question here]

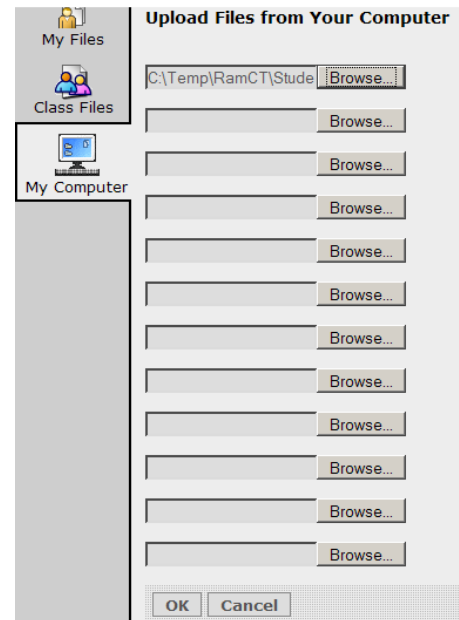
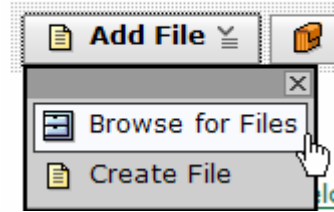
[Click here to access the 'Student Course Survey' and submit your feedback](#)

IV. Upload the Student Instruction File to Your RamCT class

1. *Log in* to your **RamCT** section
2. On the **Build** tab *click* on the **Add File** drop down box and *select* **Browse for Files**.
3. *Click* on the **My Computer** icon
4. *Click* on the **Browse** button
5. *Locate* the copy of the student survey instructions your created and saved on your computer.
6. *Click* on the OK button.

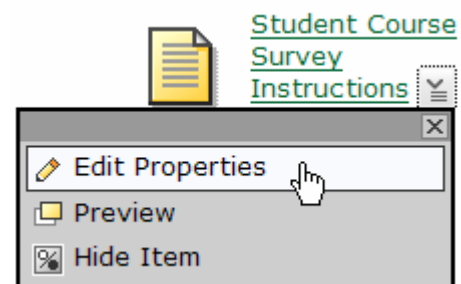
The icon for the Student Survey Instructions will appear under Course Content.

Your location: Home Pa



If you wish to change the name of this item you can use the Action Links drop down box and select Edit Properties.

If you wish to hide this item from your students until the end of the semester you can select Hide Item.



Note: If you choose to hide this item from your students until the end of the semester remember to make it visible when it's time for them to take the survey.

V. Administer the Survey

You can allow your students to complete the survey any time during the semester. The results are collected two to three weeks after the semester ends and the printouts are sent to the instructor via campus mail.

Please remember that before students can complete the survey, you must submit the cover page, fill in all the blanks and make sure that the course number and section number match what you have entered on the instructions page. The course number will be the same as in the University Class Schedule (for example, HIST 100 or CHEM 111). The section number will be a three-digit number with two "zeros" before the actual number (for example, 001 or 002). In addition, the date you enter on the Cover Page should be the date you will be giving the survey to the students. **You will need to make sure that your students enter in the same course number and section number as you entered into the Cover Sheet for them to be able to complete the survey.**

1. The student clicks on the link you created in your RamCT section that will take them to the instruction page you created.
2. The student types in the course number. E.g. HIST 100, CHEM 111
3. The student types in the section. E.g. 001, 101
4. The student reviews any unique questions that you have asked. (Questions 23 – 36 on the survey are available for this purpose.)
5. The student clicks on the Access Student Course Survey link at the bottom of the instruction page.
6. The student fills out the survey. All questions must be answered before they can submit the form – there is a N/A option for each question that a student may choose if the question does not apply to them.
7. The student clicks on the Submit button at the bottom of the survey.

The surveys are processed by Academic Computing and Networking Services and Information Systems at the end of the semester. Paper copies of the survey results and the individual survey sheets are sent to the instructor via campus mail within a few weeks.

Questions or comments can be sent to:

ramctsupport@colostate.edu